

**Town of Rowe**  
Board of Selectmen – Minutes  
Wednesday, May 2, 2018 – 6:30 pm  
Rowe Town Hall - Hearing Room 1

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**Call to Order:** The meeting was called to order by Chair Morse at 6:30 p.m.

**Present:** Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol, and Executive Secretary Janice Boudreau Marilyn Beval, Jodi Brown, Sandy Daviau, Doris Fensky, Ken Fensky, , Chris Tower, Florence Veber, Shirley Veber

## **OPEN MEETING**

Announcement of recording devices & noteworthy information

## **MINUTES**

**Motion to accept Minutes of April 4, 2018:** Upon review, a motion was made by Chair Morse to accept the Minutes of April 4, 2018 as presented. The motion, seconded by Member Sokol was accepted. (2/0/1)

**Motion to accept Minutes of April 18, 2018:** Upon review, a motion was made by Chair Morse to accept the Minutes of April 18, 2018 as presented. The motion, seconded by Member Sokol was accepted. (2/0/1)

## **OLD BUSINESS**

1. Council on Aging (Mileage Reimbursement Policy) Appointment 6:30 p.m.: The Council on Aging discussed the request that the Council on Aging not to pay for mileage reimbursement. The rate used was .20 per mile compensate for wear and tear of vehicles and gas. The discussion was centered the time involved in bookkeeping and managing the small amounts of money. It was agreed that a compromise would be to submit mileage reimbursement twice per year and have the Council on Aging continue to reimburse field trip mileage.
2. Review Annual Town Meeting Warrant: Select Board Members reviewed and discussed the annual town meeting warrant and discussed who would read Articles at Town meeting. It was decided to meet at 6:00 to review final figures for Overlay Surplus, Free Cash to reduce the tax rate and Free Cash amount to put into Stabilization.
3. Town Hall Positions – Restructuring and Job Description: Select Board Members discussed the reorganization of the Town Hall employees and their duties. There was discussion with Sandy Daviau about the change in her job duties and her benefits. It was agreed to speak with the Assessors about benefits and come up with an agreement. In addition, follow up with finalizing benefits. A draft job description for the Administrative Assistant was amended and it was agreed to finalize it as next meeting and post the job. Vice-Chair May agreed to update the Physical Requirements detail in town job descriptions.

4. Appoint Insurance/Benefits Study Committee:

- a. Members: Select Board members discussed the Insurance/Benefits Study Committee formation and who agreed to serve.

**Motion to Appoint:** Chair Morse made a motion to appoint Dennis May of the Select Board, Loretta Dionne of the Finance Committee, Ellen Miller of the School Committee, Kerri McLatchy employee, and Treasurer Joanne Semanie to serve on the Insurance/Benefits Study Committee.

- b. Mission Statement: There was further discussion about the mission statement for the committee. The finalized mission statement formulated: to provide guidance for the longtime sustainability of the insurance benefits provided by the town and make recommendations to the Select Board regarding best practices moving forward. It was agreed to request they provide information gathered by November 1, 2018.

**NEW BUSINESS**

1. Parking Request: Chair Morse said it was brought to her attention that there were few parking spaces available for citizens and elderly visiting the Town Nurse. Following discussion, Chair Morse requested Executive Secretary to contact Town Hall employees and ask they park at Fire Station Lots keeping the Town Hall and lot near the mailboxes open for short term parking.
2. Police Chief Request: Police Chief Shippee said she had a few problems with dogs recently and requested to purchase a dog pull to help restrain dogs. It was agreed she would first provide the cost to Chair Morse before ordering the device.
2. Facilities Manager Position – Upcoming Discussion with School Committee: Chair Morse said she had spoken with School Committee member Ellen Miller and there was a new idea about having a custodian for the school and a facilities manager that could be shared with the town. It was agreed Vice-Chair May would meet with Ellen to discuss further.
2. Executive Secretary Updates:
  - a). Ms. Boudreau raised a personnel matter and Chair Morse agreed to follow up about the employee's timesheet reporting.
  - b). There was a phone call and material sent concerning an offer to add solar for benefit of the town. It was agreed to meet with the company in June.
3. Bylaw Review Appointment: Chair Morse said that she and David Roberson had to resign from the Bylaw Review Committee due to commitments. Following discussion, Member Sokol agreed to serve on the Committee.

**Motion to Appoint:** Chair Morse made a motion to appoint Chuck Sokol to the Bylaw Review Committee. The motion, seconded by Vice-Chair May, was accepted. (2/0/1)

4. Line Item Transfer Request – Highway Dept.: Highway Department presented a Line Item Transfer to cover the Road Snow and Ice Removal Winter Roads.

**Motion to Approve Transfer:** Member Sokol made a motion to transfer \$1745.13 from DPW Operations Account number 01-5-422-400 to Snow and Ice Removal Winter Roads Account number 01-05-422-400. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

5. Police Chief Job Description: Select Board members worked on the draft Police Chief Job Description. It was agreed to work on the Police Officer's for next meeting. There was discussion about other topics to cover including improving communication with the Chief and the best method to do so as well as discussing the Monthly Report format and completion of objectives.
6. Credit Card Discussion: There was discussion about the credit card following information provided by the Accountant. Following discussion it was agreed to obtain a credit card and limit the amount of credit for the few times that no other method of payment was possible.
7. Mail and Correspondence: Members reviewed mail and correspondence. No action required.

Warrants FY18 W23, Payroll FY18 W22

**Adjournment:** Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:07 p.m. The motion, seconded Member Sokol, was accepted. (3/0/0)

Janice Boudreau  
Executive Secretary

Approval Date: May 16, 2018

Approved:

Jennifer Morse  
Jennifer Morse, Chair

Dennis May  
Dennis May, Vice-Chair

Chuck Sokol, Select Board Member

Documents:

- Agenda 05-02-18
- Police Chief Draft Job Description
- Rowe Fire Dept. Monthly Report – April 2018
- Police Dept. Chain of Command
- Draft Job Description Administrative Assistant
- Smart Solar Program materials
- LIT – FY18 01 (Line Item Transfer)
- Procurement Card Policy